



**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS  
AUDIT EXAMINATION OF THE  
CHRISTIAN COUNTY CLERK**

**Calendar Year 1999**

**EDWARD B. HATCHETT, JR.  
AUDITOR OF PUBLIC ACCOUNTS  
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Edward B. Hatchett, Jr.  
Auditor of Public Accounts

To the People of Kentucky

Honorable Paul E. Patton, Governor

John P. McCarty, Secretary

Finance and Administration Cabinet

Mike Haydon, Secretary, Revenue Cabinet

Honorable Steve Tribble, Christian County Judge/Executive

Honorable Michael A. Kem, Christian County Clerk

Members of the Christian County Fiscal Court

The enclosed report prepared by Kathryn A. Shackleford, Certified Public Accountant, presents the statement of receipts, disbursements, and excess fees of the County Clerk of Christian County, Kentucky, as of December 31, 1999.

We engaged Kathryn A. Shackleford, CPA, to perform the financial audit of this statement. We worked closely with the firm during our report review process; the resulting audit comports with our reporting format. As part of the audit, Kathryn A. Shackleford, CPA, evaluated the Christian County Clerk's internal controls and compliance with applicable laws and regulations.

Respectfully submitted,

Edward B. Hatchett, Jr.  
Auditor of Public Accounts

Enclosure



**Kathryn A. Shackleford  
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**AUDIT REPORT  
CHRISTIAN COUNTY CLERK**

**Calendar Year 1999**

**Member Kentucky Society of CPA's  
American Institute of Certified Public Accountants**



**EXECUTIVE SUMMARY**  
**CHRISTIAN COUNTY**  
**MICHAEL A. KEM, COUNTY CLERK**  
**CALENDAR YEAR 1999**  
**FEE AUDIT**

Description of Office:

The office of the County Clerk is mandated and regulated by state laws and regulations. The office of the County Clerk has been charged with the responsibility of licensing all motor vehicles and boats, collecting sales and property taxes on the same, registering voters, tabulating election results, and recording all manner of deeds, real estate and chattel mortgages as well as a myriad of other recordings. The County Clerk is also responsible for the collection of delinquent taxes and fees on delinquent tax bills received from the County Sheriff each year.

Audit Results:

The auditor has issued an unqualified opinion on the Christian County Clerk's financial statements for the period January 1, 1999 through December 31, 1999. An unqualified opinion is an opinion issued when the auditor, based on the audit work performed, believes the financial statements of the auditee are presented fairly in all material respects. There are no comments. The pledge of securities were adequate to cover deposits and the County Clerk had a written collateral agreement.

Excess Fees:

The County Clerk participates in the fee pooling system and paid \$929,881 of excess fees to the county for calendar year 1999.

Statement of Receipts, Disbursements, and Excess Fees:

The financial statements of the Christian County Clerk for calendar year 1999 reflect receipts and disbursements of \$9,429,965 and \$8,500,084 respectively. Disbursements include clerk's statutory maximum and expense allowance.

Report on Compliance and Internal Control:

There were no material noncompliances noted during the performance of the audit and the report does not reflect any reportable conditions with regards to the County Clerk's internal control structure.





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**Kathryn A. Shackelford**  
**Certified Public Accountant**  
**P. O. Box 605**  
**Brandenburg, KY 40108**

To the People of Kentucky  
Honorable Paul Patton, Governor  
John P. McCarty, Secretary  
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Mike Haydon, Secretary, Revenue Cabinet  
Honorable Steve Tribble, County Judge/Executive  
Honorable Michael A. Kem, Christian County Clerk  
Members of the Christian County Fiscal Court

**Independent Auditor's Report**

I have audited the accompanying statement of receipts, disbursements, and excess fees of the County Clerk of Christian County Kentucky, for the year ended December 31, 1999. This financial statement is the responsibility of the County Clerk. My responsibility is to express an opinion on this financial statement based on my audit.

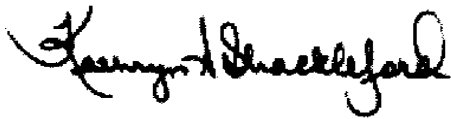
I conducted my audit in accordance with generally accepted auditing standards, Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

As described in Note 1, the County Clerk is required to prepare the financial statement on a prescribed basis of accounting that demonstrates compliance with the cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than generally accepted accounting principles. This cash basis system does not require the maintenance of a general fixed asset group or general long-term debt group of accounts. Accordingly, the accompanying financial statement is not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

In my opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, disbursements, and excess fees of the County Clerk for the year ended December 31, 1999, in conformity with the basis of accounting described above.

To the People of Kentucky  
Honorable Paul Patton, Governor  
John P. McCarty, Secretary  
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Honorable Michael A. Kem, Christian County Clerk  
Members of the Christian County Fiscal Court

In accordance with Government Auditing Standards, I have also issued a report dated August 17, 2000, on my consideration of the County Clerk's compliance with certain laws and regulations and internal control over financial reporting.

A handwritten signature in black ink, appearing to read "Kathryn A. Shackleford". The signature is fluid and cursive, with the first name "Kathryn" and last name "Shackleford" clearly distinguishable.

Kathryn A. Shackleford  
Certified Public Accountant

Audit Fieldwork Completed -  
August 17, 2000

CHRISTIAN COUNTY  
MICHAEL A. KEM, COUNTY CLERK  
**STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES**

Calendar Year 1999

Receipts

State Fees For Services	\$	19,989
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Fiscal Court		77,826
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Licenses and Taxes:

Motor Vehicle-

Licenses and Transfers	\$	1,137,310
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Usage Tax		4,783,330
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Tangible Personal Property Tax		2,614,286
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Licenses-

Marriage		24,426
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Occupational		7,367
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Beer and Liquor		3,885
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Election Filing Fees		400
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Deed Transfer Tax		130,757
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Delinquent Tax	228,789	8,930,550
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Fees Collected for Services:

Recordings-

Deeds, Easements, and Contracts	\$	31,268
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Real Estate Mortgages		103,998
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Chattel Mortgages and Financing Statements		178,305
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Powers of Attorney		4,216
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All Other Recordings		65,433
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Charges for Other Services-

Copywork	9,397	392,617
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Other:

Refunds	\$	848
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Miscellaneous	1,617	2,465
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Interest Earned		6,518
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Gross Receipts Carried Forward	\$	9,429,965
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CHRISTIAN COUNTY  
MICHAEL A. KEM, COUNTY CLERK  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES  
Calendar Year 1999  
(Continued)

Gross Receipts Brought Forward \$ 9,429,965

Disbursements

Payments to State:

Motor Vehicle-

Licenses and Transfers	\$ 864,499	
Usage Tax	4,639,831	
Tangible Personal Property Tax	904,640	

Licenses-

Delinquent Tax	38,864	
Legal Process Tax	56,450	
Candidate Filing Fees	360	\$ 6,504,644

Payments to Fiscal Court:

Tangible Personal Property Tax	\$ 214,420	
Delinquent Tax	33,359	
Deed Transfer Tax	124,220	
Beer and Liquor Licenses	3,795	
Occupational Licenses	4,717	
Election Expense	15,650	396,161

Payments to Other Districts:

Tangible Personal Property Tax	\$ 1,390,656	
Delinquent Tax	93,565	1,484,221

Payments to Sheriff 7,124

Payments to County Attorney 34,786

Operating Disbursements:

Other Charges-

Miscellaneous	3,531	
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Total Disbursements 8,430,467

Net Receipts Carried Forward \$ 999,498

CHRISTIAN COUNTY  
MICHAEL A. KEM, COUNTY CLERK  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES  
Calendar Year 1999  
(Continued)

Net Receipts Brought Forward	\$ 999,498
Less: Statutory Maximum	<u>66,017</u>
Excess Fees	\$ 933,481
Less: Expense Allowance	<u>3,600</u>
Excess Fees Due County for Calendar Year 1999	\$ 929,881
Payments to County Treasurer-Monthly	<u>929,881</u>
Balance Due at Completion of Audit	<u><u>\$ 0</u></u>

The accompanying notes are an integral part of the financial statement.

CHRISTIAN COUNTY  
**NOTES TO FINANCIAL STATEMENT**  
December 31, 1999

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of receipts over disbursements to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

The financial statement has been prepared on a cash basis of accounting pursuant to KRS 68.210 as recommended by the State Local Finance Officer. Revenues and related assets are generally recognized when received rather than when earned. Certain expenses are recognized when paid rather than when a liability is incurred, including capital asset purchases. Certain other expenses are recognized when a revenue and the related asset can be associated with a corresponding liability due another governmental entity.

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Clerk's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employee Retirement System (CERS) pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement System. This is a multiple-employer public retirement system that covers all eligible full-time employees. Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 7.28 percent.



CHRISTIAN COUNTY  
MICHAEL A. KEM, COUNTY CLERK  
NOTES TO THE FINANCIAL STATEMENTS  
December 31, 1999  
(Continued)

Note 2. Employee Retirement System (Continued)

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is present in the Kentucky Retirement Systems' annual financial report which is a matter of public record.

Note 3. Deposits

The County Clerk maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 64.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the County Clerk and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. These requirements were met, and as of December 31, 1999, the County Clerk's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the County Clerk's agent in the County Clerk's name, or provided surety bond(s) which named the County Clerk as beneficiary/obligee on the bond(s).

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REPORT ON COMPLIANCE  
AND ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



**Kathryn A. Shackelford  
Certified Public Accountant  
P. O. Box 605  
Brandenburg, KY 40108**

Honorable Steve Tribble, County Judge/Executive  
Honorable Michael A. Kem, Christian County Clerk  
Members of the Christian County Fiscal Court

**Report On Compliance And On Internal Control  
Over Financial Reporting Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards**

I have audited the Christian County Clerk as of December 31, 1999, and have issued my report thereon dated August 17, 2000. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Christian County Clerk's financial statement as of December 31, 1999, is free of material misstatement, I performed tests of its compliance with certain provisions of laws and regulations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Christian County Clerk's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statement and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

Honorable Steve Tribble, County Judge/Executive  
Honorable Michael A. Kem, Christian County Clerk  
Members of the Christian County Fiscal Court  
Report On Compliance And On Internal Control  
Over Financial Reporting Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards  
(Continued)

This report is intended for the information of management and is not intended to be and should not be used by anyone other than the specified party. However, this report, upon release by the Auditor of Public Accounts, is a matter of public record and its distribution is not limited.

A handwritten signature in black ink, appearing to read "Kathryn A. Shackleford". The signature is fluid and cursive, with the first name "Kathryn" and last name "Shackleford" clearly distinguishable.

Kathryn A. Shackleford  
Certified Public Accountant

Audit Fieldwork Completed -  
August 17, 2000

